



ISIS HR Quick Tips

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Recording Permanent Optional Pay in ISIS HR

How do I properly record permanent optional pay adjustments in ISIS HR?

In order to assist agencies in better documenting permanent optional payment adjustments, the following optional pay adjustment basic pay reasons have been added to ISIS HR:

- (D6) Opt Pay – Compression
- (D7) Opt Pay – Retention
- (D8) Opt Pay – Diff Recruit
- (D9) Opt Pay – Additional Duties

As a result of the more specific optional pay adjustment basic pay reasons, the generic basic pay reason (33) Optional Pay Adjust has been labeled ‘Do Not Use.’ Agencies can refer to [General Circular 1815](#) for more information regarding new policy approval guidelines for Optional Payment Adjustments. When entering Optional Payment Adjustments in ISIS HR, agencies can refer to [Create Basic Pay](#) and review relevant data using the [ZP52 Basic Audit Report](#) or [ZP207 Wage Type/Basic Pay Audit Report](#).

Questions? Call the HRIS Program Consultant at (225) 342-8282